

**Spay/Neuter Program
Performance Review Committee meeting
DDA Secretary's Conference Room
6.26.08
1:30 pm**

Jeffrey Bowersox
Anne Cavanaugh
Tom Ellis
Anne Fitzgerald
Kathy Gallagher
Murrey Goldthwaite
Donna Gordon
Anne Gryczon
Caroline Hughes
Jane Peirantozzi
Debbie Schwartz
Sue Thayer
Kevin Usilton

Coordinator position – Interviews should start around July 11th.

Pilot Phase II –

Caroline gave summary approximate stats on Phase II. Approximately 123 procedures were completed for income eligible participants and 28 procedures were completed for non-profits.

We will know in early July if the seed fund carries over. Approx 29k has been spent of the seed fund through Phase I and II.

Continuous readjustments will be needed as the program goes forward to keep the 25/75 financial ratio in line. Caroline reminded the PRC that the terms "vouchers" or "certificates" are problematic when referring to procedures performed by 501 c 3 groups for abandoned, stray, feral etc. (the 25% portion of the fund). This was especially true in Pilot Phase II, where the money limit was \$330.00, and some animals ended up needing rabies, and some cats were thought to be one sex but found to be another. A voucher/certificate system does not allow for these changes.

Kevin asks about the timing of starting the program back up and using rabies surcharge/special fund. Caroline indicates that we need confirmation of seed fund carry over in order to start again with seed fund, and it is up to PRC to determine when the rabies surcharge/special fund should be used.

Currently, 28 income eligible applications are waiting for approval by verifying agencies. 51 are currently approved and waiting to have procedures done when Pilot Phase II starts back up. If seed money is still available, the income eligible may still be in a position to go to private vets as occurred in Phase I and II. If the rabies surcharge/special fund is used the PRC

needs to decide what they are willing to pay vets or the income eligible may be directed to the participating animal clinics and shelters.

Caroline indicates that there were numerous problems with invoices and stressed the need for accuracy. DDA staff cannot make changes to vendor invoices, so before they can be paid, they must be accurate. Anne F. suggests inviting Finance representatives to a future meeting to forge a relationship. DDA is working on an invoice template that facilities can fill out and submit to DDA.

Delaware Humane Association (Kevin) – Indicates that most difficult piece was the money orders, residents would come in and fill out an application, staff took time to help with application completion, but most applications did not have a money order with them.

Discussion of using credit cards in the future for the program, Caroline will speak to DDA Finance Dept.

Due to auditing and tracking limitations, money orders do need to come directly from applicant, participating facility cannot take fee and issue check from their facility to DDA.

Murrey points out that the participating facilities were only serving as middle men to help expedite Phase II and does not think this practice should continue in the future. Applications and fees should be sent directly to DDA.

Kathy concurs that this is the way law was written.

Delaware SPCA – (Anne C) Comments on the volume of paperwork and requests that electronic submissions be possible for the future program. Once a coordinator is hired this option needs to be reviewed.

KC SPCA – Dr. Waters submitted a letter which Kathy distributed to group. Murrey indicates he concurs with that letter. There was confusion over paperwork and when things had to be submitted to DDA. This should improve as program moves forward. Monthly billing will help streamline, instead of billing as occurred in Pilot Phase II.

Complications? - Rules and Regs need to be promulgated at DDA to handle issues of surgical complications, etc. Jeffrey indicates that bottom line medicine is bad for the program.

Faithful Friends (Jane) – One client didn't pay. Says there was confusion over paperwork, but thinks it was because of the short time frame.

Volunteers – Thanks so much to Elainea and Debi for their volunteer work!

Debi Schwartz – she has been coming to DDA 2x per week. Says # of calls varies. Many repeat calls. In the last couple weeks, people have felt frustrated and some of the shelters were also confused. Overall, though, people seem appreciative. Suggests that a resource document is developed for future coordinator with some of the specifics of shelter limits and requirements. Jane says the brochure will lay out some of those specifics. Debi also thinks there is a need for a list of resources for those who don't qualify for this program but are still

low income. Caroline reminds the committee that DDA cannot “recommend” other facilities to the public because it can appear as if DDA is endorsing certain groups, however, the participating facilities can refer.

Participating facilities update - Historic Lewes Cat Society is back in the program. This group had verbally declined to participate, but ended up submitting their W9 and performed procedures for the income eligible and feral/stray in Pilot Phase II. At this time, Historic Lewes Cat Society has now decided to participate again.

Legislation – was updated. Kathy distributed copies of the proposed legislation.

In new legislation all limits/deadlines are related to DDA’s fiscal year which is July 1 – June 30th.

Tax credit was removed, but will hopefully be revisited in 18 months.

Jeffrey indicates that the removal of the tax credit makes the previously sent pricing survey inaccurate and may decrease vet participation. PRC agrees that communication from DDA needs to go to the veterinary community to clarify the approved reimbursement rate schedule and the removal of the tax credit, or request info on what pricing vets would accept? Jeffrey will speak to Caroline about drafting a letter to be mailed out in the next month. Anne F. reminds the committee that the Delaware State Fair takes many DDA staff away for two weeks or more in July.

501c3 procedure limit was increased to 30 per fiscal year, however the 25/75 ratio must still be honored.

Shelter reports – have been turned in to Kathy. Will be compiled and redistributed. Committee believes that DDA needs to promulgate regs to require that facilities submit reports in order to participate in the program, as Tom Ellis indicates he believes that 8225 does not currently require that.

Non-compliance with rabies surcharge – Committee feels enforcement regulation should be written.

Tom recommends that committee speaks to Caroline about regs.

Next meeting - July 31st, 1pm, DDA Conference Room 1